

SENIOR RECORDS CLERK*Class Definition*

Performs specialized clerical work in classifying, indexing and filing of records; administers microfilming activities; and provides research assistance as necessary.

Distinguishing Characteristics

The Senior Records Clerk class is responsible for establishing filing system procedures including classifying, indexing, and filing of a variety of records, ordinances, resolutions, contracts, engineering plans, specifications, and other documents. This class is distinguished from classes in the Administrative Clerk series by its specialization in records management. Incumbents receive general supervision from higher level management positions, and exercise technical and functional supervision over assigned personnel.

Typical Tasks

(Incumbents may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Maintain a document index system; index and cross reference records; store, locate and retrieve documents.

Administer the guidelines for storage of inactive documents.

Develop and implement microfilming production and quality control procedures; dispose of or retain appropriate records.

Work with City staff to identify and categorize sources and types of documents.

Update records and documents with new information, including codes.

Locate, gather and compile information for the City staff and the public.

Operate a word processor; enter and retrieve a variety of data.

Make recommendation in the development and administration of a program budget; develop budget requests for additional needed equipment.

Supervise and train assigned staff.

Qualifications

Knowledge of:

Record and information management systems.

Index system development.

Document coding principles.

Modern office practices and procedures.

Business English, spelling and arithmetic.

Principles of supervision and training.

Ability to:

Develop, analyze and evaluate record keeping systems.

Interpret and explain record management systems policies and procedures.

Communicate effectively, both orally and in writing.

Supervise and train clerical staff.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in record keeping work including clerical work involving classifying and filing of materials.

Training:

Equivalent to the completion of specialized training in methods of identifying, coding and filing a variety of documents.

APPROVED: _____

Director of Personnel

DATE: _____

MR/GK/al/10/22/86

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